



How to Copy Course Data Within Brightspace Quick-Start Guide: MMC Brightspace

Step 1—

Logon to Brightspace. Select the course you want the data transferred from. On the toolbar on top, click on **Course Tools** > and then select **Course Admin** and click on that (see image below).



Step 2—

Select **Course Offering Information** from the list of tools

Name

Self Assessments

Contact Brightspace Support
Phone: TBA
Email: brightspace@mmm.edu

Step 4—

Navigate to the course that you want to transfer the data to. Within that course, select **Course Admin > Course Tools** (same thing as Step 1 above) and then select **Import / Export / Copy Components** (see image below).

Course Administration

Category Name

Site Setup

- Course Offering Information
- Homepages
- Navigation & Themes
- Widgets

Site Resources

- Calendar
- Content
- Course Builder
- External Learning Tools
- Frequently Asked Questions
- Glossary
- Import / Export / Copy Components**
- Links
- Manage Dates
- Manage Files

Step 5—

Click on **Search for Offering**

Import/Export/Copy Components

What would you like to do?

☒ Copy Components from another Org Unit
[What is an Org Unit?](#)

Course to Copy:

Search for offering

☒ Include protected resources

Step 6—

Paste the course ID you copied from Step 3 and press Search; next, check the course offering and select **Add Selected**

Select Course Offering

mmm.brightspace.com/d2l/common/popup/popup.d2l?ou=14373&queryString=ou%3D14373%26mo...

Select Course Offering

21/FA_SPCH_160_01

Search

Show Search Options

	Offering Code	Offering Name	Department	Semester
☒	21/FA_SPCH_160_01	Fall 2021 - INTRO TO LINGUISTICS	Speech- Language Pathology and Audiology	Fall 2021

Add Selected

Close

Step 7—

Click on **Copy All Components**

 Spring 2022 - INTRO TO LINGUISTICS

 Brian Rocco 

Course Home Content Assignments Discussions Quizzes Quick Eval Classlist Grades Course Tools ▾ More ▾

Import/Export/Copy Components [Help](#)

What would you like to do?

☒ **Copy Components from another Org Unit**
[What is an Org Unit?](#)

Course to Copy:
Fall 2021 - INTRO TO LINGUISTICS ✕

☒ Include protected resources

☐ **Copy Components from Parent Template**
[What is a Parent Template?](#)

☒ Include protected resources

☐ **Export as Brightspace Package**
[What is a Brightspace Package?](#)

Copy All Components

Select Components

And that will copy all the data.